Checklist for Programs with Minors

	YES	NO	N/A
PROGRAM REGISTRATION & DOCUMENTATION			
Have you completed the Program Registration/ Approval Form?	☐	☐	☐
Has your VP/Dean approved the Program by signing the completed Program Registration/ Approval Form?	☐	☐	☐
Have you submitted the approved Program Registration/ Approval Form to the Office of Risk & Compliance at least forty five (45) days prior to the start date of the Program?	☐	☐	☐

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	YES	NO	N/A
EMERGENCY AND SAFETY PROTOCOLS			
Do you have a written communication plan and have you reviewed it with all Program Staff and volunteers:	☐	☐	☐
Parent/Guardian contact information	☐	☐	☐
Emergency contact information (other than parent/guardian)	☐	☐	☐
Procedure to notify parents in the event of an emergency	☐	☐	☐
Procedure for parents to contact participants	☐	☐	☐
Do you have a written medical emergency plan and have you reviewed it with all Program Staff and volunteers:	☐	☐	☐

      Authorization to transport minor to hospital